

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Manager of Constituent Services Administration Division

Responsibility:

The Manager of Constituent Services is responsible for communicating the actions of the Attorney General in a customer focused environment. The incumbent will also be responsible to meet with constituents in an office setting to discuss their specific concerns.

Duties:

- Communicate actions of the Attorney General in a customer focused environment
- Coordinate responses with appropriate staff contacts
- Respond to letters, phone calls and walk-in constituents
- Brief the Attorney General on constituent issues and other public affairs
- Maintain a detailed understanding of current state legislation and government agencies
- Maintain knowledge about a variety of outreach programs administered by the Attorney General

Required Job Skills, Knowledge and Abilities

- Minimum 4-year Bachelor's Degree from an accredited university
- Exceptional written and verbal communications
- Responsible for having a broad understanding of current events
- Detailed knowledge of local, state and federal government is a must
- Keep abreast of state and federal legislation that impacts constituents
- Understanding of the Judicial system and the Indiana Court of Appeals
- Ability to learn new concepts quickly
- Develop professional relationships with constituent services personnel in other government agencies
- Proficient in Microsoft Office and Outlook applications